

## Office and Administrative Assistant

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Company: Worldline

Location: Warsaw

Category: other-general

### The Opportunity

Working in our team offers great opportunities for development and independence. We focus as a team on developing your strongest strengths and skills. We collaborate with teams across the division daily and participate in creating a positive employer image. We emphasized thinking outside the box and developing initiatives in our workplace.

### Day-to-Day Responsibilities

Provide clerical and administrative support to management and employees.

Coordinate administrative work related to the efficient and effective running of the office.

Responsible for accounts payable and procurement, including office supplies.

Actively support the Branch Manager and Operation Manager in the completion of a daily administrative tasks

Creating and implementing company office policies and procedures.

Preparing communications on office information and events.

Inventory of fixed assets and IT support.

Creating a positive image for the company.

Coordinating the circulation of office correspondence and courier deliveries.

Keeping the office tidy.

## **Who Are We Looking For**

Preferably a higher education degree.

Experience working in an office and or administrative position, preferably in an international company.

Proficiency in Microsoft Office.

Ability to work with various computer systems/programs.

General understanding of accounting and finance principles.

Excellent command of Polish and English, another language would be an asset.

Strong organizational & communications skills.

Attention to details and problem-solving skills.

Ability to work efficiently in a complex, dynamic, changing environment in a matrix structure.

## **Perks & Benefits**

At Worldline you'll get the chance to be at the heart of the global payments technology industry and shape how the world pays and gets paid. On top of that, you will also:

Private medical & life insurance

MyBenefit Platform

Holiday allowance

Public transportation allowance

Meal allowance

Semi-annual bonus

Glasses/lenses reimbursement

**#LI-DNP**

**#LI-Hybrid**

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